



I. PROFESSIONAL AND LEGAL REQUIREMENTS

- A. The New Castle County Office of Human Resources mandates County Police participation in the selection process. They initiate the process by posting the job announcement.
- B. The Professional Development Unit (PDU) Commander serves as a liaison between the Agency and the New Castle County Office of Human Resources.
 - 1. The PDU The commander coordinates and schedules activities relating to the process.
- C. The final selection from the eligible list is made by the Chief of Police or designee.
 - 1. The Chief of Police has the ultimate responsibility for the selection process. The Chief's responsibilities include:
 - a. Identifying specific needs of the Agency.
 - b. Determining the skills and attributes required for positions.
 - c. Supervising the development of measurement instruments that are used in determining the skills and attributes of applicants, such as job specification, and educational background.
 - 2. The Internal Operating Procedure for the P.D.U. describes the selection process for all full-time personnel. **(32.1.1)**
- D. The Chief Human Resources Officer will ensure only those components and elements of the process that have been documented as having validity and utility. A minimum adverse impact will be used.
 - 1. The component must be job-related. (Criteria related validation)
 - 2. The component must measure a significant part of the job classification. (Content validation)

3. The component must measure characteristics known to be important to successful job performance. **(32.1.2)**

E. Adverse Impact:

1. The adverse impact of the selection process will be measured by comparing the selection rates for the race, sex, and ethnic group with the group having the highest selection rate.
2. A selection rate for any race, sex, or ethnic group should not be less than 80% of the group with the highest selection rate.
3. Smaller differences may constitute an adverse impact.
4. If adverse impact exists, the process must be examined by the Chief Human Resources Officer and the PDU Commander and modified to keep adverse impact at a minimum.
5. The New Castle County Office of Human Resources will maintain records and data used to monitor adverse impacts.
6. A valid written test is given to all applicants.
 - a. The test will be documented as having validity and utility.
 - b. It is designed to assist in the assessment of the candidate's qualifications for the position.
 - c. The New Castle County Office of Human Resources and the PDU are responsible for administering the test.
 - d. The test is documented as having minimal adverse impact against any specific applicant group.
 - e. The written test is waived for Delaware certified police officer applicants who are eligible for the Accelerated Police Academy program.
7. All elements of the process for all personnel will be administered, scored, evaluated, and interpreted in a uniform manner.
 - a. Selection staff shall be qualified and thoroughly trained in the content and use of selection procedures.

- b. Elements of the process contracted to or provided by the private sector will meet legal requirements of validity, utility, and minimum adverse impact.
- c. Personnel selection staff shall be representatives of the community served by the New Castle County Police. **(32.1.3)**

F. Selection Material

- 1. Material will be stored in the New Castle County Office of Human Resources when not being used, to ensure its security.
- 2. Materials will be disposed of according to the State of Delaware Local Government General Records Retention Schedule, and in a manner that prevents disclosure of the information contained therein. **(32.1.7)**

G. The selection process will be evaluated annually, by the New Castle County Office of Human Resources, to ensure fairness and equity.

II. ADMINISTRATIVE PRACTICES AND PROCEDURES

A. Lateral entry is allowed for sworn and civilian personnel.

- 1. The selection decision for civilian personnel should be made in favor of New Castle County personnel when qualified personnel are available from both within and outside New Castle County.
- 2. Selective Certification:
 - a. Delaware certified applicants:
 - i Must have current certification as a Delaware police officer by the Delaware Police Officer Standards and Training Commission (POST).
 - ii Must have two **(2)** years of service as a Delaware certified police officer, verified through POST.
 - iii Must have at least thirty **(30)** credit hours from an accredited college or university.

b. Out of State certified applicants:

- i Must have current certification as a police officer.
- ii Must be employed as a full-time law enforcement officer in another state with a minimum of two **(2)** years of service.
- iii Must have at least thirty **(30)** credit hours from an accredited college or university.

B. Candidates not yet appointed to probationary status or who have been rejected will normally be allowed to reapply and be retested.

- 1. A candidate will remain on the eligible list for one year from the date the process was initiated or until the list is exhausted.

C. New Castle County Office of Human Resources will ensure that candidates for all positions are informed in writing, at the time of their formal application:

- 1. Of all elements of the selection process as well as the duration of the process. **(32.1.4.a.b)**
- 2. Information relating to reapplication and retesting if a section of the process is not passed. This information will include:
 - a. The number of failures allowed for a particular section of the process.
 - b. The process to reapply and the number of times an applicant can enter the process.
 - i If an applicant is unsuccessful in any stage of the selection process, does not show for an event or is not selected, the applicant may reapply at any time by resubmitting a formal application form, provided there is a job announcement.
 - ii Once an applicant has failed any three **(3)** events in the selection process, the applicant will not be permitted to reapply for two **(2)** years from the date of their most recent disqualification letter. **(32.1.4.c)**

3. The New Castle County Office of Human Resources will inform all candidates determined to be ineligible for appointment in writing of such a decision.
4. All candidates not appointed on the basis of a single test, interview or investigation will be informed in writing of the specific reason. **(32.1.5)**
5. New Castle County Office of Human Resources will ensure records of all candidates not appointed are filed, retained, and disposed of in accordance with federal, state, and local requirements for privacy, security, and freedom of information. **(32.1.6)**

III. OCCUPATIONAL QUALIFICATIONS

- A. All physical and age qualifications for entry level sworn positions shall meet the requirements of validity, utility, and minimum adverse impact.
- B. The physical agility screening is conducted by certified New Castle County Police Fitness Specialists. The screening is conducted in accordance with POST, based on the Cooper Institute standards, and uses valid, useful, and non-discriminatory procedures.
 1. The performance of each applicant will be compared to single standard norms based on the POST standards.
 2. The physical agility screening will consist of the following:
 - a. Applicants will be asked to run 1.5 miles in a specified amount of time.
 - b. Applicants will be asked to perform a 300 meter sprint in a specified amount of time.
 - c. Applicants will be asked to perform as many sit-ups as possible in one minute.
 - d. Applicants will be asked to perform as many push-ups as possible in one minute.

Note: For more information on the Standards of Applicant Eligibility, refer to Appendix 32-A.

IV. ORAL INTERVIEWS

- A. During the selection process for a sworn position, each candidate will participate in an oral board interview.
 - 1. The oral board panel consists of personnel selected by the Professional Development Section Commander with the approval of the Chief of Police.
 - 2. Procedures approved by the New Castle County Office of Human Resources will be utilized, and these procedures will be valid, useful, and non-discriminatory.

V. BACKGROUND INVESTIGATIONS

- A. The PDU Commander will ensure a background investigation is conducted of each candidate for all positions prior to appointment.
- B. The background investigation will include the verification of a candidate's qualifying credentials, **(31.5.1.a)** as well as:
 - 1. Criminal record review (via N.C.I.C., state and local records, credit report and FBI fingerprint check). **(31.5.1.b)**
 - 2. Verification of at least three **(3)** personal and professional references provided by the candidate, and development of at least three **(3)** additional personal references not listed by the candidate. **(31.5.1.c)**
 - 3. Verification of education. **(31.5.1.d)**
 - 4. Verification of employment history. **(31.5.1.e)**
 - 5. A review of relevant national or state decertification resources if available. **(31.5.1.f)**

C. Background investigations will be assigned to an investigator who, prior to conducting any background investigations, has been trained in collecting required information. **(31.5.2)**

1. Background investigations of successful applicants will be maintained on file for five **(5)** years after the separation of employment.
 - a. The information will then be forwarded to the New Castle County Human Resources Unit to be archived.
 - b. Background investigations of unsuccessful applicants will be maintained on file for five **(5)** years and then destroyed. **(32.2.3)**

VI. POLYGRAPH EXAMINATIONS AND INSTRUMENTS FOR THE DETECTION OF DECEPTION

A. Polygraph examinations or other instruments for the detection of deception are used in the selection process. Candidates are provided, at the time of their formal application, a list of areas from which polygraph questions will be drawn. **(32.2.4)** They include:

1. Family background.
2. Employment history.
3. Medical and mental health.
4. Military service.
5. Gambling habits.
6. Drinking habits.
7. Arrests.
8. Use and sale of illegal drugs.
9. Theft of money and merchandise.
10. Undetected crimes.

- B. The administration of examinations and the evaluation of the results are conducted by personnel trained in these procedures. **(32.2.5)**
- C. The results of a polygraph examination will not be used as a single determinant of employment status. Information obtained during the pretest, test, or post-test interviews, together with other information, may be sufficient to support decisions relevant to employment status. **(32.2.6)**

VII. MEDICAL FITNESS/PSYCHOLOGICAL EXAM

- A. A medical fitness examination of each candidate is conducted prior to appointment. The New Castle County approved medical facility conducts the examinations using valid, useful, and non-discriminatory procedures.
 - 1. Only doctors, physician assistants and nurses licensed to practice in the State of Delaware shall conduct the examinations. **(32.2.7)**
 - 2. Results of the medical examination of each candidate are maintained by the division's contracted medical provider at their facility. Records will be maintained according to the State of Delaware Records Retention Schedule. **(32.2.9)**
- B. A psychological test examining emotional stability and psychological fitness is conducted on each candidate prior to appointment, using valid, useful, and non-discriminatory procedures.
 - 1. Only a qualified licensed psychiatrist or psychologist will assess the candidates. **(32.2.8)**
 - 2. Results of the psychological evaluation are maintained in the Office of Human Resources. Records will be maintained according to the State of Delaware Records Retention Schedule. **(32.2.9)**

VIII. PROBATIONARY PERIODS

- A. Recruits will be on probation for no less than one **(1)** year from their date of completion of a County-approved police academy or substitute training orientation program, before being granted permanent status by the Chief of Police. **(32.2.10)**
- B. The appointment rate of candidates from probationary to permanent status meets the requirements of minimum adverse impact.
- C. Extensions to the probationary period may be utilized by the Agency to provide candidates with remedial services such as professional counseling or specialized instruction. **(32.2.10)**
- D. The work performance of each probationary employee is evaluated using valid, useful and non-discriminatory procedures.
- E. Probationary reports can be contested by the probationary officer at the time the officer is given the report to review and sign.
 - 1. The probationary officer may request at that time an interview with the evaluator's supervisor.
 - 2. The supervisor will decide whether the probationary officer's objections are valid.

REFERENCES

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Professional Development Unit Internal Operating Procedure

Appendix 32-A Standards of Applicant Eligibility